

[Your Name]  
[Your Title/Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Institution/Organization Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to provide this letter of performance evaluation for [Intern's Name] who completed their internship at [Company Name] from [Start Date] to [End Date]. During their time with us, [Intern's Name] demonstrated remarkable dedication and acquired valuable skills in [specific field/area].

Throughout the internship, [Intern's Name] successfully [describe specific tasks, projects, or responsibilities]. Their ability to [mention key skills or strengths: e.g., work independently, collaborate with the team, communicate effectively] greatly contributed to our goals.

[Optional: Describe a particular project or achievement that highlights the intern's performance].

Overall, [Intern's Name] has been a valuable asset to our team, and I am confident that they will excel in their future endeavors. I highly recommend them for any opportunities they pursue.

Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]  
[Your Title/Position]  
[Company Name]